

THE UNITED REPUBLIC OF TANZANIA



**PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

Ref.No.JA.9/259/01/A/88

02st June, 2022

VACANCY ANNOUNCEMENT

On behalf of the National Institute for Medical Research (NIMR), The Government Procurement Services Agency (GPSA), Institute of Finance Management (IFM), Mzinga Corporation, The Rural Water Supply and Sanitation Agency (RUWASA), The Engineers Registration Board (ERB), Tanzania Airport Authority (TAA), Benjamin Mkapa Hospital (BMH), The Mwalimu Nyerere Memorial Academy (MNMA), The Tanzania Atomic Energy Commission (TAEC), The Livestock Training Agency (LITA) and The National Ranching Company Limited (NARCO) Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **397** vacant posts mentioned below;

1.0 THE NATIONAL INSTITUTE FOR MEDICAL RESEARCH (NIMR)

The National Institute for Medical Research (NIMR) is a Parastatal organization established by the Parliamentary Act (NIMR Act CAP 59, R.E. 2002) under the Ministry responsible for Health. The Institute is charged with the carrying out, control, coordination, registration, monitoring, evaluation and promotion of health research in Tanzania. In order to fulfill this mandate, NIMR needs well informed, well trained competent and highly motivated personnel. This can be achieved by ensuring that every employee has access to the scheme of service in order to understand what the Institute expects from him and what should be expected from the Institute.

1.1. RESEARCH OFFICER GRADE II – BIOSTATISTICS 2 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist developing of sound and fundable research proposals to attract donor funding;
- ii. To ensure timely submission of study proposal to the relevant institutional review boards for approval (IRB);
- iii. To conduct approved health research by collecting data;
- iv. To assist analyzing data and writing report;
- v. To disseminate research findings in different forms including publishing in peer reviewed journals and scientific conferences;
- vi. To participate in local and international scientific forums for exchange and sharing health research information and networking;
- vii. To identify opportunity for consultancies, respond to and implement the awarded contract to contribute in institutional sustainability;
- viii. To engage in commercialization of institutional research products for improvement of human and social wellbeing;
- ix. To assist registrations and monitoring of implementation of approved health research in Tanzania where applicable; and
- x. To perform other relevant duties as may be assigned by the supervisor.

1.1.2 QUALIFICATION AND EXPERIENCE

Holder of Masters Degree in Biostatistics from recognized institutions with minimum of an Upper Second Class or overall minimum of Grade B for unclassified Degrees.

1.1.3 REMUNERATION:

1.1.4 SALARY SCALE: PRSS 2

1.2. RESEARCH OFFICER GRADE II – VIROLOGY 1 POST

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist developing of sound and fundable research proposals to attract donor funding;
- ii. To ensure timely submission of study proposal to the relevant institutional review boards for approval (IRB);
- iii. To conduct approved health research by collecting data;
- iv. To assist analyzing data and writing report;
- v. To disseminate research findings in different forms including publishing in peer reviewed journals and scientific conferences;
- vi. To participate in local and international scientific forums for exchange and sharing health research information and networking;
- vii. To identify opportunity for consultancies, respond to and implement the awarded contract to contribute in institutional sustainability;
- viii. To engage in commercialization of institutional research products for improvement of human and social wellbeing;
- ix. To assist registrations and monitoring of implementation of approved health research in Tanzania where applicable; and
- x. To perform other relevant duties as may be assigned by the supervisor.

1.2.2 QUALIFICATION AND EXPERIENCE

Holder of Masters Degree in Virology from recognized institutions with minimum of an Upper Second Class or overall minimum of Grade B for unclassified Degrees.

1.2.3 REMUNERATION:

1.2.4 SALARY SCALE: PRSS 2

1.3. RESEARCH OFFICER GRADE II – MOLECULAR BIOLOGY 2 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To assist developing of sound and fundable research proposals to attract donor funding;

- ii. To ensure timely submission of study proposal to the relevant institutional review boards for approval (IRB);
- iii. To conduct approved health research by collecting data;
- iv. To assist analyzing data and writing report;
- v. To disseminate research findings in different forms including publishing in peer reviewed journals and scientific conferences;
- vi. To participate in local and international scientific forums for exchange and sharing health research information and networking;
- vii. To identify opportunity for consultancies, respond to and implement the awarded contract to contribute in institutional sustainability;
- viii. To engage in commercialization of institutional research products for improvement of human and social wellbeing;
- ix. To assist registrations and monitoring of implementation of approved health research in Tanzania where applicable; and
- x. To perform other relevant duties as may be assigned by the supervisor.

1.3.2 QUALIFICATION AND EXPERIENCE

Holder of Masters Degree in Molecular Biology from recognized institutions with minimum of an Upper Second Class or overall minimum of Grade B for unclassified Degrees.

1.3.3 REMUNERATION:

1.3.4 SALARY SCALE: PRSS 2

1.4 RESEARCH OFFICER GRADE II – IMMUNOLOGY 1 POST

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To assist developing of sound and fundable research proposals to attract donor funding;
- ii. To ensure timely submission of study proposal to the relevant institutional review boards for approval (IRB);
- iii. To conduct approved health research by collecting data;

- iv. To assist analyzing data and writing report;
- v. To disseminate research findings in different forms including publishing in peer reviewed journals and scientific conferences;
- vi. To participate in local and international scientific forums for exchange and sharing health research information and networking;
- vii. To identify opportunity for consultancies, respond to and implement the awarded contract to contribute in institutional sustainability;
- viii. To engage in commercialization of institutional research products for improvement of human and social wellbeing;
- ix. To assist registrations and monitoring of implementation of approved health research in Tanzania where applicable; and
- x. To perform other relevant duties as may be assigned by the supervisor.

1.4.2 QUALIFICATION AND EXPERIENCE

Holder of Masters Degree in Immunology from recognized institutions with minimum of an Upper Second Class or overall minimum of Grade B for unclassified Degrees.

1.4.3 REMUNERATION:

1.4.4 SALARY SCALE: PRSS 2

1.5 RESEARCH ASSISTANT – MEDICAL DOCTOR 2 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To participate in developing sound and fundable research proposals to attract donor funding;
- ii. To assist timely submission of study proposal to the relevant institutional review boards for approval (IRB);
- iii. To conduct approved health researches by collecting data,
- iv. To assist data analysis and report writing activities;
- v. To assist in identification of opportunity for consultancies, respond to and implement the awarded contract to contribute in institutional sustainability;

- vi. To assist registrations and monitoring of implementation of approved health research in Tanzania; and
- vii. To perform other relevant duties as may be assigned by the supervisor.

1.5.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Medicine from recognized institutions with minimum of an Upper Second Class or overall minimum of Grade B for unclassified Degrees.

1.5.3 REMUNERATION:

1.5.4 SALARY SCALE: PRSS 1

1.6 RESEARCH ASSISTANT – BOTANIST 1 POST

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To participate in developing sound and fundable research proposals to attract donor funding;
- ii. To assist timely submission of study proposal to the relevant institutional review boards for approval (IRB);
- iii. To conduct approved health researches by collecting data,
- iv. To assist data analysis and report writing activities;
- v. To assist in identification of opportunity for consultancies, respond to and implement the awarded contract to contribute in institutional sustainability;
- vi. To assist registrations and monitoring of implementation of approved health research in Tanzania; and
- vii. To perform other relevant duties as may be assigned by the supervisor.

1.6.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Botanists from recognized institutions with minimum of an Upper Second Class or overall minimum of Grade B for unclassified Degrees.

1.6.3 REMUNERATION:

1.6.4 SALARY SCALE: PRSS 1

1.7 RESEARCH ASSISTANT – BIOSTATISTICS 1 POST

1.7.1 DUTIES AND RESPONSIBILITIES

- i. To participate in developing sound and fundable research proposals to attract donor funding;
- ii. To assist timely submission of study proposal to the relevant institutional review boards for approval (IRB);
- iii. To conduct approved health researches by collecting data,
- iv. To assist data analysis and report writing activities;
- v. To assist in identification of opportunity for consultancies, respond to and implement the awarded contract to contribute in institutional sustainability;
- vi. To assist registrations and monitoring of implementation of approved health research in Tanzania; and
- vii. To perform other relevant duties as may be assigned by the supervisor.

1.7.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Biostatistics qualifications from recognized institutions with minimum of an Upper Second Class or overall minimum of Grade B for unclassified Degrees.

1.7.3 REMUNERATION:

1.7.4 SALARY SCALE: PRSS 1

2.0 INSTITUTE OF FINANCE MANAGEMENT (IFM)

The Institute of Finance Management is a Public Higher Learning Institution established by Act No. 3 of 1972 to provide training, research and consultancy services in the fields of banking, insurance, social protection, taxation, accountancy and related disciplines.

2.1 TUTORIAL ASSISTANT - ACCOUNTING - 4 POSTS

2.1.1 DUTY STATIONS: (1 POST MWANZA), (3 POSTS DAR ES SALAAM)

2.1.2 DUTIES AND RESPONSIBILITIES

- i. To assist in teaching, research and consultancy projects;
- ii. To undertake tutorials;
- iii. To understudy senior members to acquire skills in training, research and consultancy;

2.1.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Accountancy or Advanced Diploma in Accounting from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees.

2.1.4 SALARY SCALE-PHTS 1

2.2 TUTORIAL ASSISTANT – AUDITING - 1 POST

2.2.1 DUTY STATION : DAR ES SALAAM

2.2.2 DUTIES AND RESPONSIBILITIES

- i. To assist in teaching, research and consultancy projects;
- ii. To undertake tutorials;
- iii. To understudy senior members to acquire skills in training, research and consultancy;

2.2.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Accountancy or Advanced Diploma in Accounting from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees

2.2.4 SALARY-SCALE OF PHTS 1

2.3 TUTORIAL ASSISTANT - FINANCE 1 POST

2.3.1 DUTY STATION: DAR ES SALAAM

2.3.2 DUTIES AND RESPONSIBILITIES

- i. To assist in teaching, research and consultancy projects;
- ii. To undertake tutorials;
- iii. To understudy senior members to acquire skills in training, research; and consultancy

2.3.3 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree in Accountancy or Advanced Diploma in Accounting from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees.

2.3.4 SALARY SCALE-PHTS 1

2.4 TUTORIAL ASSISTANT – BANKING, 5 POSTS

2.4.1 DUTY STATIONS: (4 POSTS DAR ES SALAAM), (1 POST MWANZA)

2.4.2 DUTIES AND RESPONCIBILITIES

- i. To assist in teaching, research and consultancy projects;
- ii. To undertake tutorials;
- iii. To understudy senior members to acquire skills in training, research; and consultancy

2.4.3 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree in Banking and Finance or Advanced Diploma in Banking from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees.

2.4.4 SALARY SCALE-PHTS 1

2.5 TUTORIAL ASSISTANT – PROGRAMMING, 2 POSTS

2.5.1 DUTY STATION: DAR ES SALAAM

2.5.2 DUTIES AND RESPONSIBILITIES

- i. To assist in teaching, research and consultancy projects;
- ii. To undertake tutorials;
- iii. To understudy senior members to acquire skills in training, research; and consultancy

2.5.3 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree in Computer Science, Information Technology (specialized in Programming), Advanced Diploma in Computer Science or Information Technology (specialized in programming) from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees.

2.5.4 SALARY SCALE-PHTS 1

2.6 TUTORIAL ASSISTANT – INFORMATION SYSTEMS -1 POST

2.6.1 DUTY STATION: DAR ES SALAAM

2.6.2 DUTIES AND RESPONSIBILITIES

- i. To assist in teaching, research and consultancy projects;
- ii. To undertake tutorials;
- iii. To understudy senior members to acquire skills in training, research; and consultancy

2.6.3 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree in Computer Science, Information Technology (specialized in Information Systems) or Advanced Diploma in Computer Science or Information Technology (specialized in Information Systems) from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees.

2.6.4 SALARY SCALE-PHTS 1

2.7 TUTORIAL ASSISTANT – SOCIAL PROTECTION -1 POST

2.7.1 DUTY STATION: DAR ES SALAAM

2.7.2 DUTIES AND RESPONSIBILITIES

- i. To assist in teaching, research and consultancy projects;
- ii. To undertake tutorials;
- iii. To understudy senior members to acquire skills in training, research; and consultancy.

2.7.3 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree in Social Protection or Advanced Diploma in Social Protection from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees.

2.7.4 SALARY SCALE-PHTS 1

2.8 TUTORIAL ASSISTANT – SOCIAL WORK/COMMUNITY DEVELOPMENT /MONITORING AND EVALUATIONS, 1 POST

2.8.1 DUTY STATION: DAR ES SALAAM

2.8.2 DUTIES AND RESPONSIBILITIES

- i. To assist in teaching, research and consultancy projects;
- ii. To undertake tutorials;
- iii. To understudy senior members to acquire skills in training, research; and consultancy

2.8.3 QUALIFICATIONS AND EXPERIENCES

Holder of Certificate of Bachelor Degree in Social Work, Sociology, Social Policy, community development or monitoring and evaluations from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees.

2.8.4 SALARY SCALE-PHTS 1

2.9 TUTORIAL ASSISTANT – ACTUARIAL STUDIES/SCIENCE, 3 POSTS

2.9.1 DUTY STATION: DAR ES SALAAM

2.9.2 DUTIES AND EXPERIENCES

- i. To assist in teaching, research and consultancy projects;
- ii. To undertake tutorials;
- iii. To understudy senior members to acquire skills in training, research; and consultancy

2.9.3 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree/Advanced Diploma in Actuarial Science/Studies from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees.

2.9.4 SALARY SCALE-PHTS 1

2.10 TUTORIAL ASSISTANT – INSURANCE AND RISK MANAGEMENT, 5 POSTS

2.10.1 DUTY STATIONS: (3 POSTS DAR ES SALAAM), (2 POSTS MWANZA)

2.10.2 DUTIES AND RESPONSIBILITIES

- i. To assist in teaching, research and consultancy projects;
- ii. To undertake tutorials;
- iii. To understudy senior members to acquire skills in training, research; and consultancy

2.10.3 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree/Advanced Diploma in Insurance and Risk Management, Bachelor of Science in Risk Management from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees.

2.10.4 SALARY SCALE-PHTS 1

2.11 TUTORIAL ASSISTANT – ECONOMICS, 2 POSTS,

2.11.1 DUTY STATIONS: (1 POST DAR ES SALAAM), (1 POST MWANZA)

2.11.2 DUTIES AND RESPONSIBILITIES

- i. To assist in teaching, research and consultancy projects;
- ii. To undertake tutorials;
- iii. To understudy senior members to acquire skills in training, research; and consultancy.

2.11.3 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree/Advanced Diploma in Economics from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees.

2.11.4 SALARY SCALE-PHTS 1

2.12 TUTORIAL ASSISTANT – IN TAXATION, 4 POSTS

2.12.1 DUTY STATION: DAR ES SALAAM

2.12.2 DUTIES AND EXPERIENCES

- i. To assist in teaching, research and consultancy projects;
- ii. To undertake tutorials;
- iii. To understudy senior members to acquire skills in training, research; and consultancy

2.12.3 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree/Advanced Diploma in Taxation from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees.

2.12.4 SALARY SCALE-PHTS 1

2.13 ASSISTANT LECTURER – ECONOMICS, 4 POSTS,

2.13.1 DUTY STATIONS: (3 POSTS DAR ES SALAAM), (1 POST MWANZA)

2.13.2 DUTIES AND RESPONSIBILITIES

- i. To conduct Lectures, research and tutorial seminars,
- ii. To prepare case studies,
- iii. To work in cooperation with senior members of staff on specific projects such as research and consultancy; and
- iv. To supervise students project.

2.13.3 QUALIFICATIONS AND EXPERIENCES

Holder of Master Degree in Economics, Agricultural Economics from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

2.13.4 SALARY SCALE-PHTS 2

2.14 ASSISTANT LECTURER – ACCOUNTING, 2 POSTS,

2.14.1 DUTY STATION: (1 POST DAR ES SALAAM), (1 POST MWANZA)

2.14.2 DUTIES AND RESPONCIBILITIES

- i. To conduct lectures, research and tutorial seminars;
- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff o specific projects such as research and consultancy; and
- iv. To supervise student’s projects.

2.14.3 QUALIFICATIONS AND EXPERIENCES

Holder of Master Degree in Accounting, Bachelor Degree in Accounting from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

2.14.4 SALARY SCALE-PHTS 2

2.15 ASSISTANT LECTURER – BANKING, 2 POSTS,

2.15.1 DUTY STATIONS: (1 POST DAR ES SALAAM), (1 POST MWANZA)

2.15.2 DUTIES AND RESPONCIBILITIES

- ii. To conduct lectures, research and tutorial seminars;

- v. To prepare case studies;
- vi. To work in cooperation with senior members of staff o specific projects such as research; and consultancy.
- vii. To supervise student's projects.

2.15.3 QUALIFICATIONS AND EXPERIENCES

Holder of Master Degree in Banking and Finance, Bachelor Degree in Banking and Finance from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

2.15.4 SALARY SCALE-PHTS 2

2.16 ASSISTANT LECTURER – ISLAMIC BANKING, 1 POST

2.16.1 DUTY STATION: DAR ES SALAAM

2.16.2 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research and tutorial seminars;
- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff o specific projects such as research and consultancy; and
- iv. To supervise student's projects.

2.16.3 QUALIFICATIONS AND EXPERIENCES

Holder of Master Degree in Banking and Finance, Bachelor Degree in Banking and Finance (specialized in Islamic Banking) Bachelor Degree in Islamic Banking and Finance from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

2.16.4 SALARY SCALE-PHTS 2

2.17 ASSISTANT LECTURER – PROGRAMMING, 1 POST

2.17.1 DUTY STATION: DAR ES SALAAM

2.17.2 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research and tutorial seminars;
- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff o specific projects such as research and consultancy; and
- iv. To supervise students projects.

2.17.3 QUALIFICATIONS AND EXPERIENCES

Holder of Master Degree in Computer science/information Technology, Bachelor Degree in Computer Science/Information Technology, Advanced Diploma in Computer Science /Information Technology (specialized in Programming) from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

2.17.4 SALARY SCALE-PHTS 2

2.18 ASSISTANT LECTURER – INFORMATION SYSTEMS, 1 POST

2.18.1 DUTY STATION: MWANZA

2.18.2 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research and tutorial seminars;
- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff o specific projects such as research and consultancy; and
- iv. To supervise students projects.

2.18.3 QUALIFICATIONS AND EXPERIENCES

Holder of Master Degree in Computer science/information Technology, Bachelor Degree in Computer Science/Information Technology, Advanced Diploma in Computer Science /Information Technology (specialized in Programming) from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

2.18.4 SALARY SCALE OF PHTS 2

2.19 ASSISTANT LECTURER – MATHEMATICS, 4 POSTS

2.19.1 DUTY STATIONS: (3 POSTS DAR ES SALAAM), (1 POST MWANZA)

2.19.2 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research and tutorial seminars;
- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff o specific projects such as research and consultancy; and
- iv. To supervise students projects.

2.19.3 QUALIFICATIONS AND EXPERIENCES

Holder of Master in Mathematics, Bachelor Degree in Mathematics, Advanced Diploma in Mathematics from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

2.19.4 SALARY SCALE-PHTS 2

2.20 ASSISTANT LECTURER – SOCIAL PROTECTION, 1 POST

2.20.1 DUTY STATION: DAR ES SALAAM

2.20.2 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research and tutorial seminars;
- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff o specific projects such as research and consultancy; and
- iv. To supervise students projects.

2.20.3 QUALIFICATIONS AND EXPERIENCIES

Holder of Masters in Social Protection, Bachelor degree in social protection ,Advanced Diploma in Social Protection from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

2.20.4 SALARY SCALE-PHTS 2

2.21 ASSISTANT LECTURER – SOCIAL WORK OR COMMUNITY DEVELOPMENT OR MONITORIG AND EVALUATION, 1 POST

2.21.1 DUTY STATION: DAR ES SALAAM

2.21.2 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research and tutorial seminars;
- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff o specific projects such as research and consultancy; and
- iv. To supervise students projects.

2.21.3 QUALIFICATIONS AND RESPONSIBILITIES

Holder of Masters in Social work, sociology, social policy, community development and monitoring evaluations, Bachelor degree in social work, sociology, social policy,

community development and monitoring evaluations from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

2.21.4 SALARY SCALE-PHTS 2

2.22 ASSISTANT LECTURER – ACTUARIAL STUDIES/SCIENCE, 1 POST

2.22.1 DUTY STATION: DAR ES SALAAM

2.22.2 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research and tutorial seminars;
- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff o specific projects such as research and consultancy; and
- iv. To supervise students projects.

2.22.3 QUALIFICATIONS AND EXPERIENCES

Holder of Masters in Actuarial Science/ Studies, Bachelor degree in Actuarial Science/ Studies from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

2.22.4 SALARY SCALE-PHTS 2

2.23 ASSISTANT LECTURER – INSURANCE AND RISK MANAGEMENT, 2 POSTS,

2.23.1 DUTY STATIONS: (1 POST DAR ES SALAAM), (1 POST MWANZA)

2.23.2 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research and tutorial seminars;
- ii. To prepare case studies; and
- iii. To work in cooperation with senior members of staff o specific projects such as research and consultancy.

2.23.3 QUALIFICATIONS AND EXPERIENCES

Holder of Master's Degree in Insurance and Risk Management, Bachelor of Science in Risk Management from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

2.23.4 SALARY SCALE-PHTS 2

3.0 THE GOVERNMENT PROCUREMENT SERVICES AGENCY (GPSA)

The Government Procurement Services Agency (GPSA) is an Executive Agency established under the Executive Agencies Act No. 30 of 1997 vide GN 235 of 7th December 2007 and amended as per GN 133 of 13th April 2012. The Agency was officially inaugurated on the 16th June 2008. The Agency took over the functions that were performed by the Supplies and Services Department under the then Ministry of Infrastructure Development and in July 2008 the Agency was transferred to the current Ministry of Finance and Planning.

3.1 CLEARING AND FOWARDING OFFICER – 4 POSTS

3.1.1 DUTY STATION: DAR ES SALAAM

3.1.2 DUTIES AND RESPONSIBILITIES

- i. To clear goods from Port and Airport;
- ii. To inspect and verify imported goods;
- iii. To hand over cleared goods to warehouse in charge;
- iv. To liaise with relevant clearing authorities on matters related to clearing and forwarding activities;

- v. To arrange transport and relevant handling equipment for clearing and forwarding goods;
- vi. To perform other duties as may be assigned by one's reporting officer.

3.1.3 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree or Advanced Diploma in Freight Clearing and Forwarding, Materials Management, Transport and Logistics or equivalent qualifications and Must be computer literate.

3.1.4 SALARY SCALE-GPSA 4

3.2 CLEARING AND FORWARDING ASSISTANT – 2 POSTS

3.2.1 DUTY STATION: DAR ES SALAAM

3.2.2 DUTIES AND RESPONSIBILITIES

- i. To assist in clearing goods from port, airport and borders;
- ii. To verify incoming consignment from port/airport;
- iii. To do daily physical follow-up rejected documents;
- iv. To carry out perpetual stock checking;
- v. To design location Index in Warehouse;
- vi. To keep stores ledger in good condition;;
- vii. To hand over cleared goods to Distribution and Warehousing staff;
- viii. To keep records of cleared goods; and
- ix. To perform other duties as may be assigned by one's reporting officer.

3.2.3 QUALIFICATIONS AND EXPERIENCES

Holder of Diploma in Freight Clearing and Forwarding, Materials Management, Transport and Logistics or equivalent qualifications and Must be computer literate.

3.2.4 SALARY SCALE-GPSA 3

4.0 THE MWALIMU NYERERE MEMORIAL ACADEMY (MNMA)

The Mwalimu Nyerere Memorial Academy (MNMA) was established by an Act of Parliament No. 6 of 2005 and became operational on 1st October, 2005 by publication of Government Notice No. 433 after taking over the former Kivukoni College. The Academy is providing training programmes in various Social Sciences and other branches of knowledge that are relevant to the promotion and advancement of social, economic, political and technical development.

The Academy seeks candidates of the highest integrity and professionalism who will work closely with MNMA team to achieve agreed objectives. Therefore the Academy is announcing the following vacancies;

4.1 LECTURER - HISTORY (1 POST)

4.1.1 WORK STATION – KARUME CAMPUS

4.1.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 9;
- ii. To guide and supervise students in building up their Practical and Research projects;
- iii. To prepare learning resources and design training exercises for Students;
- iv. To conduct consultancy and community services;
- v. To participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other assigned duties and responsibilities

4.1.3 QUALIFICATIONS AND EXPERIENCE:

Applicant must be a holder of PhD degree, Master's and Bachelor degree majoring in History, with GPA of 4.0 and above at Master's level and GPA of 3.8 and above at Bachelor level from a recognised Institution.

4.1.4 REMUNERATION

Offered according to MNMA Scheme of Service

4.2 LECTURER – LINGUISTICS (1 POST)

4.2.1 WORK STATION-KIVUKONI CAMPUS

4.2.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 9;
- ii. To guide and supervises students in building up their Practical and
- iii. Research projects;
- iv. Stiii) To prepare learning resources and design training exercises for
- v. udents;
- vi. To conduct consultancy and community services;
- vii. To participate in developing and reviewing curriculum;
- viii. To undertake individual research and participate in scientific/academic congregations;
- ix. To prepare teaching manuals, simulations and case studies for training;
- x. To coach junior teaching staff; and
- xi. To perform any other assigned duties and responsibilities

4.2.3 QUALIFICATIONS AND EXPERIENCE:

Applicant must be a holder of PhD degree, Master's and Bachelor degree majoring in Linguistics, Languages or relevant field with GPA of 4.0 and above at Master's level and GPA of 3.8 and above at Bachelor level from a recognised Institution.

4.2.4 REMUNERATION

Offered according to MNMA Scheme of Service

4.3 LECTURER - GEOGRAPHY (1 POST)

4.3.1 WORK STATION – KARUME CAMPUS

4.3.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 9;
- ii. To guide and supervises students in building up their Practical and Research projects;
- iii. To prepare learning resources and design training exercises for Students;
- iv. To conduct consultancy and community services;
- v. To participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other assigned duties and responsibilities

4.3.3 QUALIFICATIONS AND EXPERIENCE:

Applicant must be a holder of PhD degree, Master's and Bachelor degree in Geography and Environmental Studies, Bachelor of Education majoring in Geography with GPA of 4.0 and above at Master's level and GPA of 3.8 and above at Bachelor level from a recognised Institution.

4.3.4 REMUNERATION

Offered according to MNMA Scheme of Service

4.4 LECTURER – HUMAN RESOURCES MANAGEMENT (2 POST)

4.4.1 WORK STATION – KIVUKONI CAMPUS (1 POST) AND KARUME CAMPUS (1 POST)

4.4.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 9;
- ii. To guide and supervises students in building up their Practical and Research projects;
- iii. To prepare learning resources and design training exercises for Students;
- iv. To conduct consultancy and community services;
- v. To participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;

- viii. To coach junior teaching staff; and
- ix. To perform any other assigned duties and responsibilities

4.4.3 QUALIFICATIONS AND EXPERIENCE:

Applicant must be a holder of PhD degree, Master's and Bachelor degree in Human Resources Management, Human Resources Planning and Management or Equivalent with GPA of 4.0 and above at Master's level and GPA of 3.8 and above at Bachelor level from a recognised Institution.

4.4.4 REMUNERATION

Offered according to MNMA Scheme of Service

4.5 LECTURER - KISWAHILI (1 POST)

4.5.1 WORK STATION-KARUME CAMPUS

4.5.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 9;
- ii. To guide and supervises students in building up their Practical and Research projects;
- iii. To prepare learning resources and design training exercises for Students;
- iv. To conduct consultancy and community services;
- v. To participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other assigned duties and responsibilities

4.5.3 QUALIFICATIONS AND EXPERIENCE:

Applicant must be a holder of PhD degree, Master's and Bachelor degree in Kiswahili, with GPA of 4.0 and above at Master's level and GPA of 3.8 and above at Bachelor level from a recognised Institution.

4.5.4 REMUNERATION

Offered according to MNMA Scheme of Service

4.6 LECTURER – ECONOMICS (1 POST)

4.6.1 WORK STATION – KIVUKONI CAMPUS

4.6.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 9;
- ii. To guide and supervises students in building up their Practical and Research projects;
- iii. To prepare learning resources and design training exercises for Students;
- iv. To conduct consultancy and community services;
- v. To participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other assigned duties and responsibilities

4.6.3 QUALIFICATIONS AND EXPERIENCE:

Applicant must be a holder of PhD degree, Master's and Bachelor degree in Economics, with GPA of 4.0 and above at Master's level and GPA of 3.8 and above at Bachelor level from a recognised Institution.

4.6.4 REMUNERATION

Offered according to MNMA Scheme of Service

4.7 LECTURER – PROJECT PLANNING (1 POST)

4.7.1 WORK STATION - KIVUKONI CAMPUS

4.7.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 9;
- ii. To guide and supervises students in building up their Practical and Research projects;
- iii. To prepare learning resources and design training exercises for Students;
- iv. To conduct consultancy and community services;
- v. To participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;

- viii. To coach junior teaching staff; and
- ix. To perform any other assigned duties and responsibilities

4.7.3 QUALIFICATIONS AND EXPERIENCE:

Applicant must be a holder of PhD degree, Master's and Bachelor degree in Project Planning and Management, or equivalent with GPA of 4.0 and above at Master's level and GPA of 3.8 and above at Bachelor level from a recognised Institution.

4.7.4 REMUNERATION

Offered according to MNMA Scheme of Service

4.8 LECTURER – COMMUNITY DEVELOPMENT (1 POST)

4.8.1 WORK STATION -KIVUKONI CAMPUS

4.8.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 9;
- ii. To guide and supervises students in building up their Practical and Research projects;
- iii. To prepare learning resources and design training exercises for Students;
- iv. To conduct consultancy and community services;
- v. To participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other assigned duties and responsibilities

4.8.3 QUALIFICATIONS AND EXPERIENCE:

Applicant must be a holder of PhD degree, Master's and Bachelor degree in Community Development or equivalent, with GPA of 4.0 and above at Master's level and GPA of 3.8 and above at Bachelor level from a recognised Institution.

4.8.4 REMUNERATION

Offered according to MNMA Scheme of Service

4.9 LECTURER – PSYCHOLOGY (1 POST)

4.9.1 WORK STATION - KARUME CAMPUS

4.9.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 9;
- ii. To guide and supervises students in building up their Practical and Research projects;
- iii. To prepare learning resources and design training exercises for Students;
- iv. To conduct consultancy and community services;
- v. To participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other assigned duties and responsibilities

4.9.3 QUALIFICATIONS AND EXPERIENCE:

Applicant must be a holder of PhD degree, Master's and Bachelor degree in Psychology or Equivalent, with GPA of 4.0 and above at Master's level and GPA of 3.8 and above at Bachelor level from a recognised Institution.

4.9.4 REMUNERATION

Offered according to MNMA Scheme of Service

4.10 LECTURER – ARCHIVES AND RECORDS MANAGEMENT (1 POST)

4.10.1 WORK STATION - KIVUKONI CAMPUS

4.10.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 9;
- ii. To guide and supervises students in building up their Practical and Research projects;
- iii. To prepare learning resources and design training exercises for Students;
- iv. To conduct consultancy and community services;
- v. To participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other assigned duties and responsibilities

4.10.3 QUALIFICATIONS AND EXPERIENCE:

Applicant must be a holder of PhD degree, Master's and Bachelor degree in Records Management, Archives, Archive and Documentation, Records and Information Management , with GPA of 4.0 and above at Master's level and GPA of 3.8 and above at Bachelor level from a recognised Institution.

4.10.4 REMUNERATION

Offered according to MNMA Scheme of Service

4.11 LECTURER – LITERATURE (1 POST) - KIVUKONI CAMPUS

4.11.1 WORK STATION - KIVUKONI CAMPUS

4.11.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 9;
- ii. To guide and supervises students in building up their Practical and Research projects;
- iii. To prepare learning resources and design training exercises for students;
- iv. To conduct consultancy and community services;
- v. To participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other assigned duties and responsibilities

4.11.3 QUALIFICATIONS AND EXPERIENCE:

Applicant must be a holder of PhD degree, Master's and Bachelor degree majoring Literature or Equivalent, with GPA of 4.0 and above at Master's level and GPA of 3.8 and above at Bachelor level from a recognised Institution.

4.11.4 REMUNERATION

Offered according to MNMA Scheme of Service

4.12 LECTURER – MANAGEMENT OF SOCIAL DEVELOPMENT (1 POST)

4.12.1 WORK STATION - KARUME CAMPUS

4.12.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 9;
- ii. To guide and supervises students in building up their Practical and Research projects;
- iii. To prepare learning resources and design training exercises for Students;
- iv. To conduct consultancy and community services;
- v. To participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other assigned duties and responsibilities

4.12.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of PhD degree, Master's and Bachelor degree in Management of Social Development or Equivalent, with GPA of 4.0 and above at Master's level and GPA of 3.8 and above at Bachelor level from a recognised Institution.

4.12.4 REMUNERATION

Offered according to MNMA Scheme of Service

4.13 LECTURER – INFORMATION AND COMMUNICATION TECHNOLOGY - ICT (1 POST)

4.13.1 WORK STATION - KIVUKONI CAMPUS

4.13.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 9;
- ii. To guide and supervises students in building up their Practical and Research projects;
- iii. To prepare learning resources and design training exercises for Students;
- iv. To conduct consultancy and community services;
- v. To participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;

- viii. To coach junior teaching staff; and
- ix. To perform any other assigned duties and responsibilities

4.13.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of PhD degree, Master's and Bachelor degree in Computer Science, Computer Engineering, Information Technology, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management with GPA of 4.0 and above at Master's level and GPA of 3.8 and above at Bachelor level from a recognised Institution.

4.13.4 REMUNERATION

Offered according to MNMA Scheme of Service

4.14 ASSISTANT LECTURER - HUMAN RESOURCES MANAGEMENT (4 POST)

4.14.1 WORK STATION - KIVUKONI (2 POST) KARUME (1 POST), PEMBA (1 POST)

4.14.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To prepare teaching manual; and
- vii. To perform any other assigned duties and responsibilities.

4.14.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Master's and Bachelor degree in Human Resource Management, Human Resources Planning and Management or equivalent with GPA of 4.0 and above at Master's Level and GPA of 3.8 and above at Bachelor level from a recognized Higher Learning Institution.

4.14.4 REMUNERATION

Offered according to MNMA Scheme of Service

4.15 ASSISTANT LECTURER – ECONOMICS (14 POST)

4.15.1 WORK STATION - KIVUKONI (6 POST), KARUME (6 POST), PEMBA (2 POST)

4.15.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To prepare teaching manual; and
- vii. To perform any other assigned duties and responsibilities.

4.15.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Master's and Bachelor degree in Economics, Marketing, Business Administration, Mathematics, Accountancy, Procurement or equivalent with GPA of 4.0 and above at Master's Level and GPA of 3.8 and above at Bachelor level from a recognized Higher Learning Institution.

4.15.4 REMUNERATION

Offered according to MNMA Scheme of Service.

4.16 ASSISTANT LECTURER – LITERATURE (3 POST)

4.16.1 WORK STATION - KIVUKONI (2 POST), KARUME (1 POST)

4.16.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;

- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To prepare teaching manual; and
- vii. To perform any other assigned duties and responsibilities.

4.16.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Master's and Bachelor degree majoring in Literature, Languages or equivalent with GPA of 4.0 and above at Master's Level and GPA of 3.8 and above at Bachelor level from a recognized Higher Learning Institution.

4.16.4 REMUNERATION

Offered according to MNMA Scheme of Service

4.17 ASSISTANT LECTURER – LINGUISTICS (6 POST)

4.17.1 WORK STATION - KIVUKONI CAMPUS (3 POST) KARUME CAMPUS (3 POST)

4.17.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To prepare teaching manual; and
- vii. To perform any other assigned duties and responsibilities.

4.17.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Master's and Bachelor degree in Linguistics, Languages with GPA of 4.0 and above at Master's Level and GPA of 3.8 and above at Bachelor level from a recognized Higher Learning Institution.

4.17.4 REMUNERATION

Offered according to MNMA Scheme of Service.

4.18 ASSISTANT LECTURER – GEOGRAPHY (2 POST)

4.18.1 WORK STATION - KIVUKONI CAMPUS (1 POST), KARUME CAMPUS (1 POST)

4.18.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To prepare teaching manual; and
- vii. To perform any other assigned duties and responsibilities.

4.18.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Master's and Bachelor degree majoring in Geography, Bachelor degree in Geography with GPA of 4.0 and above at Master's Level and GPA of 3.8 and above at Bachelor level from a recognized Higher Learning Institution.

4.18.4 REMUNERATION

Offered according to MNMA Scheme of Service.

4.19 ASSISTANT LECTURER – HISTORY (2 POST)

4.19.1 WORK STATION – KARUME CAMPUS

4.19.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;

- vi. To prepare teaching manual; and
- vii. To perform any other assigned duties and responsibilities.

4.19.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Master's and Bachelor degree majoring in History or equivalent with GPA of 4.0 and above at Master's Level and GPA of 3.8 and above at Bachelor level from a recognized higher learning institution.

4.19.4 REMUNERATION

Offered according to MNMA Scheme of Service.

4.20 ASSISTANT LECTURER – GENDER (3 POST)

4.20.1 WORK STATION – KIVUKONI CAMPUS

4.20.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To prepare teaching manual; and
- vii. To perform any other assigned duties and responsibilities.

4.20.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Master's and Bachelor degree in Gender, Social Work, Youth work, Community Development, Woman's Law with GPA of 4.0 and above at Master's Level and GPA of 3.8 and above at Bachelor level from a recognized higher learning institution.

4.20.4 REMUNERATION

Offered according to MNMA Scheme of Service.

**4.21 ASSISTANT LECTURER – INFORMATION AND COMMUNICATION TECHNOLOGY
- ICT (7 POST)**

**4.21.1 WORK STATION - KIVUKONI CAMPUS (3 POST), KARUME CAMPUS (2 POST),
PEMBA BRANCH (2 POST)**

4.21.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To prepare teaching manual; and
- vii. To perform any other assigned duties and responsibilities.

4.21.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Master's and Bachelor degree in Computer Science, Computer Engineering, Information Technology, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management or equivalent with GPA of 4.0 and above at Master's Level and GPA of 3.8 and above at Bachelor level from a recognized Higher Learning Institution.

4.21.4 REMUNERATION

Offered according to MNMA Scheme of Service.

4.22 ASSISTANT LECTURER – SOCIAL STUDIES (11 POST)

4.22.1 WORK STATION - KIVUKONI (8 POST), KARUME (1 POST), PEMBA (2 POST)

4.22.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8;
- ii. To prepare learning resources for tutorial exercises;

- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To prepare teaching manual; and
- vii. To perform any other assigned duties and responsibilities.

4.22.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Master's and Bachelor degree in Social Studies, Public Administration, Management of Social Development, Archives and Records Management, Library Information Management Programmes with GPA of 4.0 and above at Master's Level and GPA of 3.8 and above at Bachelor level from a recognized Higher Learning Institution.

4.22.4 REMUNERATION

Offered according to MNMA Scheme of Service.

4.23 ASSISTANT LECTURER – KISWAHILI (3 POST)

4.23.1 WORK STATION - KARUME CAMPUS

4.23.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To prepare teaching manual; and
- vii. To perform any other assigned duties and responsibilities.

4.23.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Master's and Bachelor degree majoring Kiswahili with GPA of 4.0 and above at Masters Level and GPA of 3.8 and above at Bachelor level from a recognized Higher Learning Institution.

4.23.4 REMUNERATION

Offered according to MNMA Scheme of Service.

4.24 ASSISTANT LECTURER – PUBLIC ADMINISTRATION (2 POST)

4.24.1 WORK STATION - KARUME CAMPUS

4.24.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To prepare teaching manual; and
- vii. To perform any other assigned duties and responsibilities.

4.24.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Master's and Bachelor of Public Administration, Leadership and Governance or equivalent with GPA of 4.0 and above at Master's Level and GPA of 3.8 and above at Bachelor level from a recognized Higher Learning Institution.

4.24.4 REMUNERATION

Offered according to MNMA Scheme of Service.

4.25 ASSISTANT LECTURER – PSYCHOLOGY (1 POST)

4.25.1 WORK STATION - KIVUKONI CAMPUS

4.25.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To prepare teaching manual; and
- vii. To perform any other assigned duties and responsibilities.

4.25.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Master's and Bachelor degree of Psychology, Educational Psychology or equivalent with GPA of 4.0 and above at Master's Level and GPA of 3.8 and above at Bachelor level from a recognized Higher Learning Institution.

4.25.4 REMUNERATION

Offered according to MNMA Scheme of Service.

4.26 TUTORIAL ASSISTANT – INFORMATION AND COMMUNICATION TECHNOLOGY - ICT (2 POST)

4.26.1 WORK STATION - KARUME CAMPUS (1), PEMBA BRANCH (1)

4.26.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To prepare teaching manual; and
- vii. To perform any other assigned duties and responsibilities.

4.26.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Bachelor degree of Computer Science, Computer Engineering, Information Technology, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management with GPA of 3.8 from a recognized Higher Learning Institution.

4.26.4 REMUNERATION

Offered according to MNMA Scheme of Service.

4.27 TUTORIAL ASSISTANT - ECONOMICS (2 POST)

4.27.1 WORK STATION - KARUME CAMPUS (1 POST), PEMBA BRANCH (1 POST)

4.27.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6;
- ii. To assist in conducting tutorial, seminars and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as assigned by supervisor;

4.27.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Bachelor degree in Economics, with GPA of 3.8 and above from a recognized Higher Learning Institution.

4.27.4 REMUNERATION

Offered according to MNMA Scheme of Service.

4.28 TUTORIAL ASSISTANT - LINGUISTICS (2 POST)

4.28.1 WORK STATION – KARUME CAMPUS

4.28.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6;
- ii. To assist in conducting tutorial, seminars and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision
- vi. vi. To perform any other related duties as assigned by supervisor

4.28.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Bachelor degree majoring in Linguistics, Languages with GPA of 3.8 from a recognized Higher Learning Institution.

4.28.4 REMUNERATION

Offered according to MNMA Scheme of Service.

4.29 TUTORIAL ASSISTANT - LIBRARY AND INFORMATION STUDIES (2 POSTS)

4.29.1 WORK STATION – KARUME CAMPUS

4.29.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6;
- ii. To assist in conducting tutorial, seminars and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. vi. To perform any other related duties as assigned by supervisor

4.29.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Bachelor Degree in Library and Information Studies, Library Studies, Library and Information Science, Information Studies, Documentation

and Information Management or equivalent with GPA of 3.8 from a recognized Higher Learning Institution.

4.29.4 REMUNERATION

Offered according to MNMA Scheme of Service.

4.30 TUTORIAL ASSISTANT - GENDER (1 POST)

4.30.1 WORK STATION – PEMBA BRANCH

4.30.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6;
- ii. To assist in conducting tutorial, seminars and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as assigned by supervisor

4.30.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Bachelor's Degree in Gender Studies, Community Development or equivalent with GPA of 3.8 and above from a recognized Higher Learning Institution.

4.30.4 REMUNERATION

Offered according to MNMA Scheme of Service.

4.31 TUTORIAL ASSISTANT – HUMAN RESOURCES MANAGEMENT (1 POST)

4.31.1 WORK STATION – KARUME CAMPUS

4.31.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6;
- ii. To assist in conducting tutorial, seminars and practical exercises for students under close supervision;

- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as assigned by supervisor

4.31.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Bachelor's Degree in Human Resources Management, Public Administration, Leadership and Governance or equivalent with GPA of 3.8 and above from a recognized Higher Learning Institution.

4.31.4 REMUNERATION

Offered according to MNMA Scheme of Service.

4.32 HEALTH ASSISTANT II - (4 POST)

4.32.1 WORK STATION – KIVUKONI CAMPUS

4.32.2 DUTIES AND RESPONSIBILITIES

- i. To maintain cleanliness of the infrastructure including floors, walls, windows, lockers, toilets, bathrooms and surroundings, as well as making beds and tidying rooms and wards;
- ii. To assist nurses in administering drugs, dressing wounds and administration of intramuscular injections only;
- iii. To monitor and record temperature, blood pressure and pulse of patients;
- iv. To carry specimen; and
- v. To perform any other related duties as may be assigned by supervisor

4.32.3 QUALIFICATION AND EXPERIENCE

Holder of Secondary Certificate plus one year Certificate in Nursing or equivalent qualifications from a recognized institution.

4.32.4 REMUNERATION

Offered according to MNMA Scheme of Service.

5.0 THE TANZANIA ATOMIC ENERGY COMMISSION (TAEC)

The Tanzania Atomic Energy Commission (TAEC) is a Regulatory Commission established under the Atomic Energy Act No. 7 of 2003. The Commission has been mandating to regulate and supervise the use of Atomic Energy and Nuclear Technology so as to protect workers, patients the public and the environment from harmful effects of both Ionizing and Non-Ionizing Radiation.

TAEC invites applications from suitably qualified, self-motivated and hardworking Tanzanians to fill the following vacant posts:

5.1 RADIATION SAFETY INSPECTOR II (10 POSTS)

5.1.1 QUALIFICATIONS AND EXPERIENCE

5.1.2 DUTIES AND RESPONSIBILITIES

- i. To conduct inspection and licensing activities
- ii. To prepare and collect data required for processing various license; application forms from prospective licensees of ionizing radiation for consideration
- iii. To prepare programs of regulatory inspections of ionizing radiation practices
- iv. To arrange and make follow-up inspections for implementation of safety remedial measures;
- v. To conduct radiation surveillance and quality control tests of radiation premises and equipment during inspections;
- vi. To prepare inspection & surveillance reports and table them to relevant committees for consideration;
- vii. To establish and maintain a register or inventory of violations by licensees;
- viii. To establish and maintain strategic linkages with designated personnel in zones to monitor compliance or violations;
- ix. To prepare and co-ordinate the implementation of QC and QA programs for diagnostic radiography, medical imaging and therapy;
- x. To establish and maintain records for QC and QA for diagnostic radiography, medical imaging and therapy;

- xi. Perform any other related duties assigned by his/her seniors.

5.1.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Physics, Nuclear Physics, Medical Physics, Radiation Protection, Imaging Technology, Radiologic Technology, Radiation Therapy/Radiotherapy, Sonography/Ultrasound, Nuclear Medicine , Nuclear Science, Nuclear Science and Technology, Environment Science, Nuclear Engineering, Mining Engineering, Environmental Engineering, Hydrology Engineering, Biomedical Engineering, Geology, Engineering Geology, Biology, Radiobiology, Biotechnology, Chemistry, Radiochemistry, Radiopharmaceuticals or equivalent qualifications from recognized institution. Must be registered with respective Professional Board.

Candidates with working experience will be given higher priority

5.1.4 REMUNERATION-PGSS 6

6.0 WEIGHT AND MEASURES AGENCY(WMA)

The Weights and Measures Agency (WMA) is an Executive Agency responsible for fair trade transactions, through Legal Metrological Control. It was established in 2002 in pursuance to the Executive Agencies Act Cap 245 to replace the then Weights and Measures Bureau under the Ministry of Industry and Trade. The move was part of the Public Service Reform Program (PSRP) whose objective was to improve efficiency and effectiveness of public service delivery. Presently WMA is operating under the Weights and Measures Act Cap. 340 (R.E. 2002) and Executive Agencies Act Cap. 245 (R.E.2002). The mandate of WMA is to provide protection to consumers in relation to legal metrological control which includes legal control of measuring instruments, metrological supervision and metrological expertise in trade.

6.1 WEIGHT AND MEASURES OFFICER II – 4POSTS

6.1.1 DUTIES AND RESPONSIBILITIES

- i. To inspect, verify and adjust measuring instruments;
- ii. To keep and maintain working standards;
- iii. To advice on verification and use of measuring instruments;
- iv. To investigate on non-compliance of statutory requirements;
- v. Perform any other duties as may be assigned by his superior.

6.1.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in Legal and Industrial Metrology or any other equivalent qualifications from recognized institution.

6.1.3 SALARY SCALE -WMA-S 4.

6.2 ASSISTANT WEIGHT AND MEASURES OFFICER II – 1POST

6.2.1 DUTIES AND RESPONSIBILITIES

- i. To adjust measuring instruments;
- ii. To care for working standards;
- iii. To mobilize working tools and equipment before and after field work;
- iv. Performs daily systems initialization and backups to computer systems;
- v. Perform any related duties as may be assigned by his superiors.

6.2.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Legal and Industrial Metrology or any other equivalent qualifications from recognized institution.

6.2.3 SALARYSCALE-WMA-S 3.

7.0 BENJAMIN MKAPA HOSPITAL (BMH)

Benjamin Mkapa Hospital is established under the Government Notice No.453 of 2015 which was gazette by the government on 16th October, 2015 after its inauguration on 13th October, 2015. The establishment of this hospital emanates from the intention of 4th term President of United Republic of Tanzania Dr. Jakaya Mrisho Kikwete to have a hi-tech and modern diagnostic treatment center in Tanzania by 2015 aiming at reducing government burden resulting from referring patients abroad.

The hospital has 400 bed capacity that serve both in and out patient from within and outside the country. At this moment the hospital provides a broad range of health services including Emergency medicine, Intensive Care Unit (ICU), Imaging (Magnetic Resonance Imaging (MRI), Computerized Tomography Scan (CT scan), Mammography, X-ray, Ultrasound, angiography, Cath-lab, Laboratory services, surgical Services and radiotherapy services.

For a proper continuation in provision of quality specialized health service, the hospital is looking for suitable applicant to fill the following vacant post:

7.1 ENVIRONMENTAL HEALTH OFFICER II -1 POST

7.1.1 DUTIES AND RESPONSIBILITIES

- i. To advice and ensure the best ways to distribute clean water and quality control
- ii. To ensure proper collection disposal of clinical and non-clinical waste
- iii. To educate the community on different ways to avoid and combat eruption of diseases.
- iv. To collect and assess statistics regarding Environment Health
- v. To make sure there is implementation of the by-laws on the Environment Health.
- vi. To prepare information on the implementation and submit them to the responsible special unit.
- vii. To conduct inspection on food, water, chemicals in the working premises.
- viii. To inspect and advise on environmental management issues and vector control
- ix. To perform any other duty assigned by the Supervisor.

7.1.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Environmental Health, Environmental Science and Conservation, Environmental Science and Management, Environmental Laboratory Science Technology or in any related field from a recognized institution.

7.1.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

7.2 HEALTH LABORATORY SCIENTIST II -2 POST

7.2.1 DUTIES RESPONSIBILITIES

- i. Carrying out laboratory tests and examinations (Hematology, Parasitological, Microbiology, Immunology, Blood Group Serology, Entomology, Clinical Chemistry and Histopathology) and Laboratory Research.
- ii. Examining and transferring laboratory samples for further examinations.
- iii. Keeping and maintaining laboratory equipment and records.
- iv. Ensure adherence to standard operating procedure and BMH business process.
- v. Performing any other duties related to his/her work as assigned by his/her superior.

7.2.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Health Laboratory Technology, Hematology, Parasitology Clinical Chemistry, Microbiology, Histopathology, Blood Transfusion, Molecular Biology or in any related field, who has completed internship and registered by the Health Laboratory Practitioners Council.

7.2.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service.

7.3 ICT OFFICER II (SYSTEM ADMINISTARATOR) - 1 POST

7.3.1 DUTIES AND RESPONSIBILITIES

- i. To design computer systems charts and to provide the necessary systems documentation.
- ii. To assist users in systems analysis and design.
- iii. To execute and document test plans according to quality management standards and methods.
- iv. To prepare systems flow charts of information movements.
- v. To undertake low level routine maintenance of ICT equipment.

- vi. To perform any other duty assigned by the Supervisor.

7.3.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Computer Science, Information Systems, Information Technology, Computer Engineering, and Telecommunication from a recognized institution.

7.3.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

7.4 MEDICAL OFFICER II - 12 POST

7.4.1 DUTIES AND RESPONSIBILITIES

- i. Attending in and out patients.
- ii. Attending emergency medical duties.
- iii. Carrying out investigations of admitted patients.
- iv. Ensuring that prescribed instructions are carried out.
- v. Conducting minor operations.
- vi. Assisting Surgeons at operations.
- vii. Carrying out service and participating in major ward rounds.
- viii. Supervising medical students and interns in clinical duties.
- ix. Ensuring that patients are properly prepared for surgery.
- x. Participating fully in morning clinical sessions, patient presentation and journal clubs.
- xi. Participating in research activities.
- xii. Participating in outreach programs.
- xiii. Performing any other duties related to his/her work assigned by his/her superior

7.4.2 QUALIFICATION AND EXPERIENCE

Holder of Doctor of Medicine Degree, Bachelor of Medicine and Bachelor of Surgery (MBCHB) or equivalent qualifications from a recognized University or institutions plus successful completion of Internship and registered with the Medical Council of Tanganyika.

7.4.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

7.5 MEDICAL SPECIALIST II - 5 POST

7.5.1 DUTIES AND RESPONSIBILITIES

- i. Attending emergency medical duties.
- ii. Carrying out ward rounds
- iii. Performing surgical duties.
- iv. Performing clinical duties in both private and public outpatient clinics.
- v. Carrying out researches in their respective medical fields.
- vi. Participating fully in morning clinical sessions, patients' presentation and clubs.
- vii. Participating in Medical Board.
- viii. Participating in outreach programs.
- ix. Participating in preparation of budget of Medical Directorate.
- x. Initiating, Creating and planning strategies to improve his/her professional services.
- xi. Preparing Continuing Education Programs for Medical Personnel.
- xii. Providing Medical legal advice.
- xiii. Carrying out administrative duties in his respective working area.
- xiv. Ensure adherence to standard operating procedure and BMH business process.
- xv. Performing any other duties related to his/her work as assigned by his/her superior.

7.5.2 QUALIFICATION AND EXPERIENCE

Holder of Master of Medicine Degree (M.Med) in one of the following medical fields (Cardiology, Pediatrics, Radiology, Emergence Medicine and Hematology) from a recognized institutions who is registered with the Medical Council of Tanganyika. He/ She must be a holder of a Doctor of Medicine Degree as well.

7.5.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

7.6 NUTRITIONIST II - 1 POST

7.6.1 DUTIES AND RESPONSIBILITIES

- i. Reviewing the patients feeding survey of each patient with specialized or medical need attending BMH clinic, providing needed information to help them in make an informed decision about feeding choice, and provide them with technical support.
- ii. Participating in implementing outreach programmes as planned.
- iii. Place orders of wards nutritional requirements.
- iv. Assisting in identifying those clients at significant medical/nutritional risk, identifying nutritional objectives and schedule the high risk follow up clinic for in depth nutritional counseling.
- v. Providing nutritional counseling and class instruction for various needs of the target population, especially nutritional needs for patients, pregnancy, breastfeeding, infants and document client progress towards goals.
- vi. Assigning appropriate food packages to meet the nutritional needs of clients, including specialized formula for patients with specialized or medical needs.
- vii. Ensure adherence to standard operating procedure and BMH business process.
- viii. Performing any other duties related to his/her work as assigned by his/her superior.

7.6.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Food and Nutrition, Dietetics, Food Service Systems Management, Home Economics or in any related field from a recognized institution.

7.6.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

7.7 SOCIAL WELFARE OFFICER - 1 POST

7.7.1 DUTIES AND RESPONSIBILITIES

- i. Screening all in-patients to identify those with social medical problems and report their cases to senior staff.
- ii. Preparing various periodical reports pertaining patients with social and economic problems that can help the management in decision making.
- iii. Carrying out major ward rounds to identify and assessing the progress of patients.
- iv. Collecting data and statistics for exempted patients and other cases that require Institute's support.
- v. Sorting and preparing list of patient's requests for exemption and other cases that require Institute's support.
- vi. Counseling patients under the supervision of senior staff.
- vii. Ensure adherence to standard operating procedure and BMH business process.
- viii. Performing any other duties related to his/her work as assigned by his/her superior.

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7.7.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Social Work, Sociology, Psychology, Counseling and Guidance or in any related field from a recognized institution.

7.7.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service.

7.8 BIOMEDICAL ENGINEERING TECHNICIAN II - 3 POST

7.8.1 DUTIES AND RESPONSIBILITIES

- i. Carry out specified tasks related to Laboratory and other Hospital equipment under supervision.
- ii. Assist senior staff in relevant fields of operation.
- iii. Carry out, independently, specified routine technical tasks which require a higher degree of technical knowledge and skills.
- iv. Implement specified technical plans in a relevant field of operations.
- v. Execute Quality Assurance Programmes.
- vi. Assist in planning and conducting research.
- vii. Engage in continuous professional development
- viii. Ensure adherence to standard operating procedures and BMH business process.
- ix. Performing any other duties related to his/her work as assigned by his/her superior.

7.8.2 QUALIFICATION AND EXPERIENCE

Holder of Full Technician Certificate (FTC) in Biomedical Engineering or Diploma in Biomedical Engineering from a recognized institution

7.8.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

7.9 CLINICAL OPTOMETRISTS II - 1 POST

7.9.1 DUTIES AND RESPONSIBILITIES

- i. Conducting visual analysis.
- ii. Doing optical prescriptions.
- iii. Maintaining optical aids.
- iv. Keeping and maintaining patients' statistics.
- v. Performing any other duties related to his/her work as assigned by his/her superior.

7.9.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Clinical Optometry or equivalent qualification from a recognized institution.

7.9.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

7.10 PHARMACEUTICAL TECHNICIAN II - 3 POST

7.10.1 DUTIES AND RESPONSIBILITIES

- i. Determining, preparing and ordering drugs and treatment instruments requirements.
- ii. Storing and Dispensing drugs and treatment instruments as per prescription to patients and staff.
- iii. Compounding/Manufacturing medicines.
- iv. Educating public/patients on proper use of medicines.
- v. Inspecting drugs and treatment instruments.
- vi. Providing information on reaction resulting from the use of medicine.
- vii. Preparing report on the use of drugs and treatment instruments in the Institute.
- viii. Keeping various records of drugs and treatment instruments.
- ix. Assisting in procurement and maintaining adequate stock of drugs.
- x. Assisting physicians, interns, nurses and patients on medications.
- xi. Sorting out and listing drugs expiring within three months for the attention of Superior.

- xii. Ensure adherence to standard operating procedure and BMH business process.
- xiii. Performing any other duties related to his/her work as assigned by his/her superior.

7.10.2 QUALIFICATION AND EXPERIENCE

Holder of a Diploma in Pharmacy from a recognized Institution. Must be registered by the National Pharmacy Board of Tanzania.

7.10.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

7.11 DRIVER II - 1 POST

7.11.1 DUTIES AND RESPONSIBILITIES

- i. To drive BMH vehicles.
- ii. To ensure that the vehicle assigned to him is maintained serviced regularly and kept clean.
- iii. To ensure that preventive maintenance due dates are observed and vehicles serviced as planned.
- iv. Performing any other duties related to his/her work as assigned by his/her superior.

7.11.2 QUALIFICATION AND EXPERIENCE

Holder of Form IV/VI Certificate with class E or C1 valid driving license who has not less than one year driving experience and no record of road accident. Must have also attended Basic Driving Course from a reputable institution like VETA/NIT or any other recognized institution.

7.11.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

7.12 PERSONAL SECRETARY II - 1 POST

7.12.1 DUTIES AND RESPONSIBILITIES

- i. Typing confidential and open matters.
- ii. Taking care of all office facilities under custody.
- iii. Answering correspondences involving routine matters.
- iv. Checking office registers to ensure that they are well maintained.
- v. Receiving and directing visitors.
- vi. Keeping minutes/records of meetings.
- vii. Taking dictations by shorthand/Hati mkato.
- viii. Receiving, sorting and file mails.
- ix. Initiating and maintaining own file system.
- x. Preparing agendas and making arrangements for various meetings.
- xi. Receiving files, distributing to officers and collect them back to the registry after their use.
- xii. Tracing files, circulars and any other things requested by his/her superior for office use.
- xiii. Performing any other duties related to his/her work as assigned by his/her superior.

7.12.2 QUALIFICATION AND EXPERIENCE

Holder of Form IV Certificate with passes in English and Kiswahili plus Certificate in Secretarial Studies who have passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 80 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution.

7.12.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

8.0 MZINGA CORPORATION

Mzinga Corporation was established in January 1974 as a Project under the Tanzania People Defence Forces Headquarters (TPDF) under the name of Mzinga Ordinance Factory .On 13th September 1974, the Mzinga TPDF Project was legally declared a Public Corporation by the Government Establishment Order No.219. This changed the name of Mzinga TPDF Project to Present Mzinga Corporation.

8.1 TECHNICIAN II (AUTOMOTIVE) (1 POST)

8.1.1 DUTIES AND RESPONSIBILITIES

- i. To perform maintenance and repair on corporation vehicles.
- ii. To identify problems with vehicle using the diagnostic equipment
- iii. To plan repair procedures using charts manuals and experience
- iv. To repair and replace brake pads, wheel bearings, sensors and other parts
- v. To test the functionality of parts and systems
- vi. To perform basic auto care and maintenance tasks such as oil changes, fluid level checks, and tire rotation.
- vii. To perform routine maintenance and general mechanic work on vehicles.
- viii. To prepare maintenance schedule and provide supervision to subordinates
- ix. To prepare both daily and technical report for activities/jobs to be performed

8.1.2 QUALIFICATION AND EXPERIENCE

Holder of Form Four Certificate and Full Technician Certificate (FTC) or Ordinary Diploma in Automotive Engineering or related field from a recognized Institution

8.1.3 SALARY SCALE PGSS 5

8.2 ARTISAN GRADE II (TAILORING) (1 POST)

8.2.1 DUTIES AND RESPONSIBILITIES

- i. To take customer's measurements using a tape measure.
- ii. To attach labels to customers' garments to prevent any errors
- iii. To modify garments according to customer instructions, which includes tapering pant legs, lining sheer garments, removing pockets, and adding padding
- iv. To Construct garments for customers based on their design ideas, specifications, and preferences
- v. To discuss designs, alteration, or repair requirements with customers to ensure that their specifications are met
- vi. To perform any other related duties as assigned by his/her superior

8.2.2 QUALIFICATION AND EXPERIENCE

Holder of Form Four Certificate and CBET Level II Certificate or Trade Test Grade II Certificate in Tailoring

8.2.3 SALARY SCALE PGSS 2

9.0 RURAL WATER SUPPLY AND SANITATION AGENCY (RUWASA)

The Rural Water Supply and Sanitation Agency (RUWASA) was established under the Water Supply and Sanitation Act No. 5 of 2019 to coordinate all efforts related to provision of Sustainable Rural Water Supply and Sanitation Services in rural areas in Tanzania mainland, so as to contribute to a sustainable socio-economic development. The Agency is mandated to plan, develop, maintain and manage provision of reliable water supply and sanitation services.

9.1 MECHANICAL ENGINEER GRADE II -1 POST

9.1.1 DUTIES AND RESPONSIBILITIES

- i. To participate in troubleshooting of various technical problems requiring specialized skills;
- ii. To plan, manage and facilitate movement of plants and other specialized equipment;
- iii. To summarize information and trends e.g. breakdown of spares, materials usage, fast moving materials and parts etc;

- iv. To serve as project engineer and client representative and respond to questions and requests from other RUWASA stakeholders and effectively communicate and coordinate engineering programs, ongoing works and new projects;
- v. To estimate costs for engineering, construction or extraction of water projects, and submit to procurement unit;
- vi. To prepare, bid documents, participate bid evaluation analyze and review bid approval;
- vii. To organize, monitor, control, test and Agency's plant or handover projects using engineering principles and techniques;
- viii. To establish and coordinate the maintenance and safety procedures, service schedule, and supply of materials required to maintain machines and equipment in the prescribed condition; and
- ix. To perform any other related duties as assigned by supervisor.

9.1.2 1.0.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Mechanical Engineering from a recognized University/Institution. Must be registered by Engineers Registration Board as Graduate Engineer.

9.1.3 SALARY SCALE – RSS 5

9.2 ENVIRONMENTAL ENGINEERING- 3 POSTS

9.2.1 DUTIES AND RESPONSIBILITIES:

- i. To participate in inspection and monitoring implementation of safety awareness programs in accordance with Authority safety policy, standards, regulations and precautionary procedures;
- ii. To participate in development of quality assurance operational procedures and policy;
- iii. To participate in preparation and implementation of annual quality assurance plans;

- iv. To identification of a set of measurements, criteria and parameters to be used to determine quality levels and performance that are well benchmarked;
- v. To ensure that water quality issues are incorporated in the planning and design of rural water supply infrastructure
- vi. To participate in ensure that planning and designs of all water supply infrastructure incorporate water quality issues.
- vii. To participate in preparation of environmental management plan;
- viii. To participate in preparation of reports on environmental and social impact assessments for water supply and wastewater projects and recommend appropriate actions;
- ix. To participate in preparation of implementation and adherence of environmental and social management impact assessment;
- x. To participate in preparation of monthly, quarterly, semi-annual and annual performance reports; and
- xi. To perform any other related duties as assigned by supervisor

9.2.2 1.0.6 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Environmental Engineering from a recognized University/Institution. Must be registered by Engineers Registration Board as Graduate Engineer.

9.2.3 SALARY SCALE – RSS 5

9.3 LAND SURVEYOR II - 9 POSTS

9.3.1 DUTIES AND RESPONSIBILITIES

- i. To assist in carrying out reconnaissance of new water projects;
- ii. To assist in conducting topographical surveys of water projects and presents data to senior land surveyor for design;
- iii. To assist in preparing survey route and contour maps;
- iv. To assist in controlling dam profile in the construction of dams from excavation, filling and compaction, inlet/outlet works, pipe laying and spillway works;

- v. To assist in controlling the distribution layout in the construction of water distribution networks;
- vi. To ensure standard procedures are developed and kept current for all land survey drawings;
- vii. To assist in preparing technical support documents of maps and drawings by Auto-CAD (Computer Aided Design) filling and drawing and does manual filing of documents;
- viii. To perform any other duties as may be assigned by the supervisor.

9.3.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in Land Survey or equivalent qualification from a recognized and a reputable University/institution and must be a computer literate.

9.3.3 SALARY SCALE RSS 5

9.4 MECHANICAL TECHNICIAN GRADE II - 61-POSTS

9.4.1 DUTIES AND RESPONSIBILITIES:

- i. To operate, maintain and assist to repair production machines;
- ii. To assist to design and inspect products manufactured and other work to ensure they conform to specified standards, plus plans and designs;
- iii. To assist to test equipment for proper operation; and
- iv. To Supervise cleanliness of working tools/equipment and Workshop premises;
- v. To carry out repair and maintenance of Vehicles, Plants and Equipment.
- vi. To undertake technical inspection of Vehicles, Plants and equipment;
- vii. To open and maintain job cards for mechanical works records; and
- viii. To perform any other related duties as assigned by supervisor.

9.4.2 QUALIFICATION AND EXPERIENCE

Holder of FTC or Diploma in Mechanical Engineering from a recognized institution.

9.4.3 SALARY SCALE RSS 3

9.5 WATER TECHNICIAN II (HYDROGEOLOGIST) - 25 POSTS

9.5.1 DUTIES AND RESPONSIBILITIES

- i. To conduct reconnaissance surveys on water, aquifers rocks and soils;
- ii. To assist in collecting and analyses data concerning water depth, flow, and quality;
- iii. To assist in collecting and analyses data related to water, aquifers rocks and soils;
- iv. To assist in making measurements of water flows;
- v. To assist in recording routine measurements of water levels at specified observations wells/dams;
- vi. To assist in collecting water quality samples and making laboratory test of water quality;
- vii. To assist in collecting water samples for chemical analysis;
- viii. To prepare reports on the surveys conducted and submit to supervisor
- ix. To prepare geophysical equipment to ensure they are in good condition for field work;
- x. To troubleshoot problems of geophysical equipment;
- xi. To perform minor repairs on water level recorders and other equipment used in hydrologic investigations;
- xii. To perform any other related duties as assigned by supervisor.

9.5.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Hydrogeology, Water Supply and Sanitation Engineering or Water Well Drilling from a recognized and a recognized Institution.

9.5.3 SALARY SCALE RSS 3

9.6 SOIL TECHNICIAN- 5 POSTS

9.6.1 DUTIES AND RESPONSIBILITIES

- i. To conduct reconnaissance surveys on water, aquifers rocks and soils;
- ii. To assist in collecting and analyses data concerning water depth, flow, and quality;
- iii. To assist in collecting and analyses data related to water, aquifers rocks and soils;
- iv. To assist in making measurements of water flows;
- v. To assist in recording routine measurements of water levels at specified observations wells/dams;
- vi. To assist in collecting water quality samples and making laboratory test of water quality;
- vii. To assist in collecting water samples for chemical analysis;
- viii. To prepare reports on the surveys conducted and submit to supervisor
- ix. To prepare geophysical equipment to ensure they are in good condition for field work;
- x. To troubleshoot problems of geophysical equipment;
- xi. To perform minor repairs on water level recorders and other equipment used in hydrologic investigations;
- xii. To perform any other related duties as assigned by supervisor.

9.6.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Irrigation Engineering, Water Resource and Sanitation Engineering or Civil Engineering from a recognized Institution.

9.6.3 SALARY SCALE RSS 3

9.7 PLANT OPERATOR II – 6 POSTS

9.7.1 DUTIES AND RESPONSIBILITIES

- i. To drive tractors, excavators and other construction equipment and construction sites;
- ii. To run the installation under the supervision of an experienced driver installations;

- iii. To provide first aid to the maintenance of installations and also to provide accurate descriptions of poor installations is required to do so;
- iv. To record and keep accurate records on the use of materials (oil, lubricants and spare parts) in the Log sheets and
- v. To perform any other related duties as assigned by supervisor.

9.7.2 QUALIFICATION AND EXPERIENCE

Holder of a Form IV/VI certificate, Class G License of operating plant machine with 300hrs experience or three months without causing an accident.

9.7.3 SALARY SCALE RSS 2

10.0 ENGINEERS REGISTRATION BOARD (ERB)

The Engineers Registration Board (ERB) is a statutory body established by the Act No.15 of 1997 as Amended by the Engineers Registration (Amendment) Act No. 24 of 2007 with the responsibility of regulating the engineering profession in Tanzania.

10.1 TRAINING OFFICER II – 1 POST

10.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in Receiving, recording and processing applications for professional examinations;
- ii. To assist in preparation and distribution of relevant training guidelines for SEAP training;
- iii. To assist in the identification and maintenance of potential SEAP provider's database;
- iv. To assist in the Coordination of the Structured Engineers Apprenticeship Programme (SEAP);
- v. To assist in the preparation of progress reports on the implementation of SEAP; and
- vi. To perform any other related duties as may be assigned by the supervisor.

10.1.2 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor Degree in one of the following Engineering fields: Civil, Mechanical, Electrical, Telecommunication, Electro-mechanical, Mineral Processing, Mining, Petroleum, Environmental, Industrial, Marine, Chemical Processing or equivalent qualifications from recognized institution.
- Must be registered with Engineers Registration Board (ERB) as a graduate Engineer.

10.1.3 SALARYSCALE-ERB GSS 2.

10.2 ASSISTANT SUPPLIES OFFICER II – 1 POST

10.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in receiving, order shipping, dispatching and loading of goods into delivery vehicles;
- ii. To perform physical material handling equipment's, palletization and interbin; transfer in adherence to safety procedures and standards of warehouse operations;
- iii. To perform picking of goods against picking instructions;
- iv. To assist in conducting verification with custodian, driver and security staff for packed stock to ensure quantity, unit of measure, expiry and lot numbers;
- v. To assist in maintaining shipping records and ensure proper documentation of dispatched stock eg. Transfer pack, delivery note, gate pass, invoices etc;
- vi. To provide inputs in preparation of weekly monthly and quarterly, and
- vii. To perform any other related duties as may be assigned by superiors.

10.2.2 QUALIFICATION AND EXPERIENCE

- Holder of Diploma (NTA Level 6) in one of the following fields; Procurement and Supplies Management, Material Management, Business Administration majoring in Procurement and Logistics Management, Logistic Management or equivalent qualifications from recognized Institutions.
- The candidate must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Procurement and Supplies Technician” or “Procurement and Supplies Full Technician.

10.2.3 SALARYSCALE

- ERB OSS 3.

10.3 PERSONAL SECRETARY II – 1 POST

10.3.1 DUTIES AND RESPONSIBILITIES

- i. To assist in delivering messages from the boss to the subordinates and feed backing;
- ii. To assist in receiving files, delivering to the appropriate officer and returning back to registry;

- iii. To assist in typing/photocopying open and confidential documents;
- iv. To assist in preparation of equipment's office requirement;
- v. To assist receiving incoming calls, faxes, e-mail and answer them;
- vi. To assist in preparation of agenda and organizing meetings;
- vii. To assist in receiving visitors, interviewing them and direct them accordingly;
- viii. To assist in handling confidential and sensitive official and personal information concerning staff;
- ix. To perform any other related duties as may be assigned by the Supervisor.

10.3.2 QUALIFICATION AND EXPERIENCE

- Holder of a Certificate of Secondary Education Examination (CSEE) with passes in English and Kiswahili plus Certificate in Secretarial Studies with passes in Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 80 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from recognized institutions.

10.3.3 SALARYSCALE

- ERB OSS 2.

11.0 TANZANIA AIRPORT AUTHORITY (TAA)

Tanzania Airport Authority (TAA) is a Government Executive Agency established to operate, manage, maintain and develop Government owned airports with a commercially oriented Management style.

11.1 AIRPORT OPERATION OFFICER II -8 POSTS

11.1.1 REPORT: DIRECTOR OF JULIUS NYERERE INTERNATIONAL AIRPORT (JNIA) OR DIRECTOR OF REGIONAL AIRPORTS

11.1.2 DUTIES AND RESPONSIBILITIES

- i. To carry out regular airfield inspection on the maneuvering areas of airport and apron to ensure safety and serviceability of infrastructure and landing aids and report status,
- i. To supervise services rendered by services contractor in the terminal building and public areas and ensure compliance to Service Level Agreement,
- ii. To ensure upkeep of airport airstrip (grass cutting, open drainage and cleanness),

- iii. To ensure quality services and serviceability of facilities in terminal building and public areas,
- iv. To ensure availability and readiness of apron management services,
- v. To respond and provide assistance during airport emergencies as may be required/directed by senior operations officer,
- vi. To participate in the coordination and facilitation of VIP's and Heads of state,
- vii. To perform other duties as may be assigned by Supervisor.

11.1.3 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor Degree in Business Administration, Human Resources, Public Administration, Law, Logistics Management or equivalent qualification from a recognized Institution.

11.1.4 SALARY SCALE - TAAS 4

11.2 AIRPORT SECURITY OFFICER II - 18 POSTS

11.2.1 REPORT: DIRECTOR OF JULIUS NYERERE INTERNATIONAL AIRPORT (JNIA) OR DIRECTOR OF REGIONAL AIRPORTS

11.2.2 DUTIES AND RESPONSIBILITIES

- ii. To control movement of people, vehicles and animals and monitor access to restricted areas,
- iii. To screen airport staff, visitors, passengers, baggage, mails and cargo, identify and deal with any unattended baggage according to the established security procedures,
- iv. To identify and dispose of dangerous and hazardous materials found in passenger baggage,
- v. To check identification or travel documents for all passengers, staff and airport users requiring access for accuracy and evidence of tempering,
- vi. To search vehicles accessing the airport restricted areas for purposes of identifying and preventing restricted articles into airside,
- vii. To monitor passenger flow through screening check point to ensure order and efficiency,
- viii. To conduct passenger risk assessment to identify passengers who should be subject to

- special attention,
- ix. To carry out patrols of the airside/landside areas to ensure locations are secure, identify and report vulnerability and threats within the airport areas to determine security needs for purposes of improvement,
 - x. To enforce the airport by-laws related to security, evacuate staff and passengers to safe location during security incidences and manage crowd control during emergencies,
 - xi. To close entry areas following security breaches and reopen after receiving notification that the airport is secure,
 - xii. To follow up recovery of airport passes from persons who are no longer working at the airport,
 - xiii. To conduct daily inspection and test of security equipment and facilities,
 - xiv. To escort visitors to airside of the restricted areas at the airport,
 - xv. To search aircraft considered to be at a higher risk for detection of concealed explosive devices or weapons,
 - xvi. To escort high value cargo from the ware house to the aircraft,
 - xvii. To carry out aircraft guarding and escort duties within the restricted areas,
 - xviii. To update and maintain records of incidences, status of security equipment's and lists of visitors and vehicles at a security check point and,
 - xix. To perform any other duty as may be assigned by supervisor.

11.2.3 QUALIFICATION AND EXPERIENCE

- Holder of a Bachelor Degree in Law, Sociology, Human Resources, Public Administration, International Relations, Business Administration or equivalent qualification from a recognized Institution.

11.2.4 SALARYSCALE - TAAS 4

11.3 ASSISTANT AIRCRAFT MARSHALLER (16 POST)

11.3.1 REPORT: DIRECTOR OF JULIUS NYERERE INTERNATIONAL AIRPORT (JNIA) OR DIRECTOR OF REGIONAL AIRPORTS

11.3.2 DUTIES AND RESPONSIBILITIES

- i. To assist Aircraft Marshaller in marshalling of aircraft activities.
- ii. To collect and record daily statistics on incoming and outgoing flights and passenger

- movements,
- iii. To assist in disseminating aircraft movement information to the public address Centre and other users,
 - iv. To conduct apron inspection and ensure there is no fog, spillage and any obstacles that can endanger aircraft movement and remove any obstacles which will hinder the aircraft's maneuvering on the apron,
 - v. To inspect aerobridges, automatic optical guidance system, flood lights and unusual pavement condition and report any damage, spillage or un-serviceability,
 - vi. To observe and ensure all apron movements (vehicles, equipment's, staff and passengers) comply with developed safety operating procedures,
 - vii. To report the occurrence of accident or incidents on airside and apron immediately,
 - viii. To direct the pilots on where to park aircraft on the apron and ensure proper parking of aircrafts in their respective parking bays based on their type and size,
 - ix. To assist Marshaller to undertake inspection of AVOP licenses of all drivers and operators on the airside,
 - x. To be in constant contact with Air Traffic Control, ground operations and communicate and disseminate the same to airport users e.g. airline operators, information personnel and management and,
 - xi. To perform other duties as may be assigned by Supervisor.

11.3.3 QUALIFICATION AND EXPERIENCE

- Holder of Certificate in Business Administration, Public Administration, Human Resources, Statistics or equivalent qualification from a recognized Institution and should have computer knowledge. Applicant with knowledge of foreign Languages will be an added advantage

11.3.4 SALARYSCALE – TAAS 2

11.4 ASSISTANT AIRPORT SECURITY OFFICER - 18 POSTS

11.4.1 REPORT: DIRECTOR OF JULIUS NYERERE INTERNATIONAL AIRPORT (JNIA) OR

DIRECTOR OF REGIONAL AIRPORTS

11.4.2 DUTIES AND RESPONSIBILITIES

- i. To provide screening services to departing passengers and cargo,
- ii. To control movement of people, vehicles and animals in the protected areas,
- iii. To prevent and spot any suspicious of theft and burglary at the airport,
- iv. To ensure security of passengers, aircrew/hostesses, flights and visitors at the airport,
- v. To ensure that passengers adhere to security procedures before boarding or disembarking the plane/flight,
- vi. To perform any other duties as may be assigned by supervisor.

11.4.3 QUALIFICATION AND EXPERIENCE

- Holder of Diploma in Law, Sociology, Human Resources, Public Administration, International Relations, Business Administration or equivalent qualification from a recognized Institution.

11.4.4 SALARYSCALE - TAAS 3

11.5 TECHNICIAN II (ELECTRO - MECHANICAL/MECHANICAL TECHNICIANS)- 2 POSTS

11.5.1 REPORT: DIRECTOR OF ENGINEERING AND TECHNICAL SERVICES

11.5.2 DUTIES AND RESPONSIBILITIES

- i. To undertake daily inspection of all airports facilities so as to determine need for service or maintenance;
- ii. To carry out preventative maintenance and fault diagnosis on plant and equipment so as to minimize breakdowns and maintenance costs and improve availability;
- iii. To carry out maintenance work at the Airport equipment and building in an orderly, smooth and regular inspection in accordance with preventive maintenance schedules/programs and liaise with supervisor for modifications, improvements, installations and commissioning work;
- iv. To test various types of electro-mechanical/ mechanical equipment and related devices for conformity to standards and performance;
- v. To assemble and test experimental motor-control devices, switch panels, generator,

- solenoids, and other electrical equipment and components according to engineering data and knowledge of electrical principles;
- vi. To assist in the purchase of materials and production equipment's including sourcing for quotations on costs of new projects;
 - vii. To continuously undertake risk identification/originator and report to immediate supervisor and/ or advise management on whether continued operation of equipment could be hazardous;
 - viii. To maintain an awareness of and comply with technical and SHE standards, regulations and procedures and ensure that "Safe Systems of Work" are complied with at all times;
 - ix. To liaise with other airport users interested in making alterations or additions to existing structures;
 - x. To collect data for planning, maintain and update records whenever necessary,
 - xi. To maintain a high standard of proficiency in own skill areas;
 - xii. To perform any other duties as may be assigned supervisor.

11.5.3 QUALIFICATION AND EXPERIENCE

- Holder of a Diploma (NTA 6) in Civil, Electrical, Electro mechanical/Mechanical, or Full Technician Certificate (FTC) in respective fields. The candidate must be computer literate.

11.5.4 SALARYSCALE – TAAS 3

12.0 THE LIVESTOCK TRAINING AGENCY (LITA)

The Livestock Training Agency (LITA) is an Executive Agency established on 1st September, 2011 under executive Agency Act No. 30 of 1977 and its amendments Caps 245 of year 2007.

The Academy seeks candidates of the highest integrity and professionalism who will work closely with MNMA team to achieve agreed objectives. Therefore the Academy is announcing the following vacancies;

12.1 TUTOR II (6 POST)

12.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist in teaching higher levels;

- ii. To administer examination up to NTA level 6;
- iii. To prepare training materials and learning resources and provide training to students;
- iv. Supervises and assists junior staff;
- v. Supervises field training;
- vi. To conduct tutorial sessions for students with academic deficiencies;
- vii. To set examinations and assignments;
- viii. To identify student's needs and provide counselling;
- ix. To conduct and supervise presentations to classes and tutorials;
- x. To conduct research and consultancy works; and
- xi. Performs any other duties as assigned by Superiors.

12.1.2 QUALIFICATIONS AND EXPERIENCE:

Holder of Bachelor Degree (NTA 8) in one of the following fields; Veterinary Laboratory Technology, Veterinary Medicine registered with relevant professional body, Agricultural Economics.

12.1.3 REMUNERATION-PTSS 10

12.2 ASSISTANT TUTOR II (8 POSTS)

12.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in conducting practical exercises for students in the department under close supervision up to NTA level 5;
- ii. To assist in carrying out consultancy service and job assignments;
- iii. To prepare training material and provide training to NTA level IV and V, short course and farmers;
- iv. To conduct tutorial sessions for students with academic deficiencies;
- v. To set examinations and assignments;
- vi. To identify student's needs and provide counselling;
- vii. To conduct and supervise presentations to classes and tutorials.
- viii. To prepare material for practical exercises;

- ix. Supervise student during field practical;
- x. Train farmers on livestock production/Animal Health practices; and
- xi. To performs any other duties assigned by Superiors.

12.2.2 QUALIFICATIONS AND EXPERIENCE:

Holder of Ordinary Diploma (NTA level 6 or equivalent) in one of the following fields; Animal Health and Production (registered with relevant professional body), Agro-engineering, Agro-mechanics, Information and Communication Technology from a recognized Institution.

12.2.3 REMUNERATIO: PTSS 7

13.0 THE NATIONAL RANCHING COMPANY LIMITED (NARCO)

Livestock ranching in Tanzania started in 1940s. Kongwa and Nachingwea were the first to be established for beef cattle rearing. Later more farms were established in different regions, some were inherited from individuals and some from Government Institutions such as research centres and prisons. In 1975 the National Ranching Company (NARCO) Limited was established to operate and establish other ranches that could produce high quality cattle and beef to satisfy home consumption and surplus for export market.

Currently NARCO is under the Ministry of Livestock and Fisheries (MLF). The Company has registered some achievement for example, directly managing eight ranches, keeping more than 17524 heads of cattle, over 3,049 sheep, over 1,948 goats, 31 horses, fattening cattle and supplying improved breeds and quality beef to customers.

13.1 OFFICE ASSISTANT (07 POSTS)

13.1.1 DUTIES AND RESPONSIBILITIES

- i. To clean offices and surroundings;
- ii. To collect and deliver letters;
- iii. To dispatch letters;

- iv. To collect mails and official documents from that mail box and to dispatch them;
- v. Transmit official documents within the Organization;
- vi. To carry out machinery/equipment;
- vii. To open doors and windows in the morning and make sure they are closed in the evening after working hours;
- viii. To prepare and serve office refreshments etc;
- ix. To keep office equipment's and stationeries and to report any default; and
- x. To perform any other related duties as may be assigned by Supervisor.

13.1.2 QUALIFICATIONS AND EXPERIENCE:

Holder of national Form IV certificate with passes in English and Kiswahili.

13.1.3 REMUNERATION

Attractive salary according to Institution's scale

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age except for those who are in Public Service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates:-
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
 - Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;

- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. A signed application letters should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **11th June, 2022**;
- xv. Only short listed candidates will be informed on the date of interview and;
- xvi. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal')

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**